



Australian Capital Territory

Gazette

No. 4, Thursday 27 January, 2000

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ACT Government Homepage: <http://www.act.gov.au>

GENERAL INFORMATION

ACT GOVERNMENT GAZETTE

The ACT Government Gazette is published each Thursday. The sections included in the publication are:

- General Information;
- Employment
- Government Notices;
- Purchasing and Disposals;
- Invitations to Tender, Quote or Register Interest;
- Contracts arranged, and
- Private Notices

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Notices for Publications

Notices for the Gazette are to be lodged by 12 noon on the Wednesday prior to publication. Notices can be lodged in advance in hard copy or facsimile, by electronic mail or diskette, with a brief message of instruction and a WORD compatible document attachment.

A Gazette Request Form must also be delivered to the Gazette Office, by hand, mail or fax. For copies of this form please telephone the Gazette Office or go to www.publishing.act.gov.au/pub/gazreq.doc.

Signed notices must be sighted by the Gazette Office before gazettal can proceed.

Purchasing and Disposal Codes may be accessed on the ACT Government Website: www.publishing.act.gov.au/pub/gazette/p&d.pdf. Alternatively, you may obtain a hard copy listing by contacting the gazette office.

Private Notices

The fee for a private notice is as follows:

- minimum charge \$1.00 per word or \$100.00 whichever is the greater.

Cheques are to be made payable to 'Publishing Services' and are to be forwarded to the Gazette office with a copy of the notice (Either on a PC formatted disk in WORD, or if the notice has already been emailed, a hard copy of the notice) and Gazette Request Form. Payment can be made by EFTPOS (Bankcard, Visa or Mastercard) by telephoning the Gazette Office. Payment must be received before gazettal can proceed.

Purchasing and Subscriptions

Copies of the ACT Government Gazette may be purchased at a cost of \$5.00 (or \$2.00 for a Special Gazette) from the ACT Government shopfront, Legislation/Gazette sales counter, East Row, Canberra City.

Subscriptions to the Gazette maybe arranged through the Gazette Office at a price of \$360.00 (1 July 1999 - 30 June 2000) or part thereof, including postage. Refunds will not be given for cancellations. Claims for missing items will be recognised as valid if lodged within 28 days of publication.

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EMPLOYMENT

ACT Public Service

General Information

Eligibility to apply for advertised vacancies

All permanent vacancies advertised in the Gazette are open to all Australian citizens or permanent residents of Australia except where:

- the Chief Executive has decided that because of cost or operational efficiency a vacancy should be advertised as open only to permanent officers and groups with eligibility rights. Restricted positions will be marked #
- a former officer is restricted from re-employment under section 114 of the Public Sector Management Act 1994.

Groups with eligibility rights are:

- an officer of the Australian Public Service (APS) applying for appointment (see section 115 of the Act)
- a former officer of the APS or ACTPS who has resigned, if:
 - *they resigned to rear a child, after taking at least three months maternity or parental leave; and
 - *they resigned within two years of the date of birth of the child for which the period of maternity leave was granted;
 - *the position for which they are applying is advertised in the gazette within six years from the date of the birth of the child for which the maternity or parental leave was granted; and
 - * they have a statement from the relevant Chief Executive of the details of their resignation which was obtained at the time of resignation;
- an 'officer' of an approved organisation listed in Standard 4, Part 6, Mobility with Approved Organisations, employed on other than a temporary basis, applying for appointment;
- a temporary employee who has been employed by the ACTPS in one job for six months continuously, may apply for appointment to an advertised vacancy:
 - * if still employed in that temporary job; and
 - * the six months eligibility period is reached before the applications close.

Excess Officers – ACTPS Officers who have been formally declared excess and who apply for transfer to any advertised permanent vacancy must be considered for in isolation from, and not in competition with, other applicants. Where more than one excess officer applies, a merit selection process should first be conducted between the excess officers.

Excess officers applying for transfer to advertised vacancies are not to be considered in competition with applicants who are not excess.

The consideration of the excess officer(s) should be a genuine assessment of whether the officer is suitable for the vacancy, including with reasonable training, and should be conducted in a manner demonstrably similar to that which would apply to other officers if no excess officer had applied.

Should you have any queries in regard to this matter please contact your Personnel Section.

Vacancies

THE CANBERRA HOSPITAL

Nursing Branch
Surgical SMT, Cardiothoracic/Vascular Ward
Registered Nurse Level 3 \$47,110-\$50,147,
Canberra (PN. 22380)

Closing date: 10 February 2000

Duties: Applications are being sought for a highly motivated experienced registered nurse to perform the duties of Clinical Nurse Consultant and work within the Cardiothoracic/Vascular ward of The Canberra Hospital. This facility is a tertiary referral centre with an extensive Cardiothoracic/Vascular service. Previous experience in Cardiothoracic/Vascular nursing would be an advantage. The Canberra Hospital is a teaching hospital of the University of Sydney and is the tertiary referral hospital for the ACT and South Eastern Region of New South Wales.
 Eligibility/other requirements: Registered as a General Nurse with the ACT Nurses Registration Board. Minimum of 5 years recent post registration experience including a period of demonstrated competency in a relevant field of nursing practice. Holds or is working towards an appropriate post basic qualification

Contact Officer: Ms Kimberley Pierce (02) 6244 2027

Selection documentation may be obtained from Ms Kimberley Pierce (02) 6244 2027

Apply: 16
 CC: 1943

Clinical School

Administrative Service Officer Class 2
\$28,110 - \$31,171, Canberra (PN.29831)

Closing date: 10 February 2000

Duties: Provide general clerical support to the Clinical School Executive, including word processing, setting up meetings, answering straight forward enquires and directing others to appropriate personnel; under direction, assist the Executive Officer to monitor Clinical School lecture programs.

EMPLOYMENT (Continued)

Contact Officer: Marg Christensen (02) 6244 3361
Selection documentation may be obtained from the Human Resource Management Unit

(02) 6244 2566

Apply: 16

CC: 8436

Surgical Services

Surgical Bookings

Administrative Service Officer Class 3

\$32,017 - \$34,554, Canberra (PN. 28536)

Closing date: 10 February 2000

Duties: Maintain waiting list for patients registered for surgery; arrange bookings for theatres for individual surgeons; arrange and oversee notification of patients and attendance for surgery and pre-admission clinics.

Contact Officer: Claire Culley (02) 6244 3515

Selection documentation may be obtained from the Human Resource Management Unit

(02) 6244 2566

Apply: 16

CC: 8415

The Canberra Hospital

Corporate Services

Food Services

Health Service Officer Level 6 \$29,636 –\$30,964, Canberra (PN. 22996)

Closing date: 10 February 2000

Duties: Be responsible for and ensure that receipt of all stores and dispatch of foodstuffs and other stores is in accordance with dispatch schedules; co-ordinate and supervise the daily activities of staff in the stores/dispatch area; be responsible for the security of all stores and equipment.

Eligibility/other requirements: The successful applicant will have supervisory experience in stores/dispatch activities in a large food preparation area

Contact Officer: Ric Della Torre (02) 6244 3932

Selection documentation may be obtained from the Human Resource Management Unit

(02) 6244 2566

Apply: 16

CC: 8321

Corporate Services

Food Services

Administrative Service Officer Class 4

\$35,685 - \$38,745, Canberra (PN 21477)

Closing date: 10 February 2000

Duties: Oversee and co-ordinate the work of staff employed in the Food Services Administration cell; assist with the development and maintenance of personnel and organisational records in accordance with prescribed recruitment and personnel policies

and procedures; maintain up-to-date customer records and invoicing system.

Contact Officer: Sue Denton (02) 6244 3929

Selection documentation may be obtained from the Human Resource Management Unit

(02) 6244 2566

Apply: 16

CC: 8319

Nursing Branch

Medical SMT, Gilmore Clinic

Registered Nurse Level 1 \$31,926-\$41,375, Canberra (PN. 21940)

Closing date: 10 February 2000

Duties: The Gilmore Sexual Health Clinic is looking for an suitable qualified Registered Nurse Level 1, to join the energetic multi-disciplinary team. This position will provide an excellent opportunity for any nurse with interest in Sexual Health and HIV Nursing. The Gilmore Clinic provides a quality specialist sexual health service to the Canberra Region, with the focus on prevention, treatment and early intervention in Sexual Health and HIV/AIDS.

Eligibility/other requirements: Registered as a General Nurse with the ACT Nurses Registration Board. Holds or is undertaking a certificate in Sexual and Reproductive Health (Family Planning Association) or equivalent.

Note: Permanent part-time 16 hours per week, plus additional ADO relief 2 days per month (5 days rostered per fortnight)

Contact Officer: Ruth Primrose

Clinical Nurse Consultant (02) 6244 2184

Selection documentation may be obtained from Ruth Primrose, Clinical Nurse Consultant

(02) 6244 2184

Apply: 16

CC: 8846

Mental Health Services

Crisis Assessment and Treatment Service

Registered Nurse Level 2 / Professional Officer Class 1 \$29,976 - \$45,423

Closing date: 10 February 2000

Duties: ACT Mental Health Services is seeking an enthusiastic mental health professional to work in the Crisis Assessment and Treatment Service (CATS). CATS provides a twenty-four hour triage, assessment and mobile treatment service to people with serious mental illness and also provides assessment and consultation to people with mental dysfunction while in a community mental health setting.

The successful mental health professional is required to have a background in mental health nursing, psychology, social work or occupational therapy. A strong commitment to delivering a high quality mental health service with a multi-disciplinary team environment, participation in a twenty-four hour and oncall roster is essential.

EMPLOYMENT (Continued)

Note: This is a permanent part-time position 19 hours per week. Mandatory qualifications do apply.

Contact Officer: Athol Webb (02) 6205 1979
 Selection Documentation: Human Resource Management Unit (02) 6244 3134
 Apply: 16
 CC: 8659

**Mental Health Services
 Child and Adolescent Mental Health Service
 Professional Officer Class 2/ Registered Nurse
 Level 3 \$42,986-\$50,147
 Canberra (expected vacancy)**

Closing date: 10 February 2000
Duties: We are seeking an experienced clinician with a background in, or knowledge of Child and Adolescent Mental Health. The role of this clinician will be to assess and case manage children and adolescents with moderate to severe mental illnesses. There may be some Intake/Triage work involved with this position
Eligibility/other requirements: Tertiary qualifications or equivalent in Psychology, Social Work, Occupational Therapy or Mental Health Nursing, with current registration and/or eligibility for membership of the appropriate professional organisation where applicable.

Note: Only one position will be available and classification will depend on qualifications and experience.

Contact Officer: Merrie Carling (02) 62051469
 Selection documentation may be obtained from Human Resource Management Unit (02) 62443580
 Apply: 16
 CC: 2231

ACT COMMUNITY CARE

**ACT Community Care
 Corporate and Business Development
 Human Resource Support Team
 Workplace Health and Safety
 Administrative Service Officer Class 5,
 \$39,802 - \$42,204 Canberra (PN. 28368)**

Closing date: 10 February 2000
Duties: The successful applicant will be responsible for the facilitation and development of return to work plans for injured or ill employees. There is also a requirement to provide expert advice to all staff, including senior management on injury prevention and management.

Contact Officer: Tanya Wheeler (02) 62051646
 Selection documentation may be obtained from: Danielle Allison (02) 62051433
 Apply: 21
 CC: G00243

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Duty statements and selection criteria and Form SA111 are accessible on the Internet at the following address: <http://www.decs.act.gov.au/home/wfpm/> or may be requested using email to wfpm.webmaster@decs.act.gov.au. Applicants may be assessed on application and referee reports only. Applicants should submit two written referee reports with their application.

**Children's, Youth & Family Services
 Family Services Branch
 Child Protection Services Section
 Senior Professional Officer Grade B
 \$64307-\$72393, Canberra
 (PN. 11504 expected vacancy)**

Closing date: 10 February 2000
Duties: Direct and manage the child protection services provided by Family Services. Provide leadership and policy direction in child protection with particular attention to good customer service. Liaise with key protection and substitute care agencies to ensure co-ordinated child protection services. Eligibility/other requirements: Tertiary qualifications in social work or psychology which provide eligibility for membership of the Australian Association of Social Workers or the Australian Psychological Society.

Contact Officer: Christine Healy (02) 62071090
 Selection documentation may be obtained from Di Miller (02) 62071088
 Apply: 12
 CC: 01
 Applications for the above positions should be forwarded to the Workforce Planning and Management Section, Level 2, Manning Clark Offices.

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

**ACT GOVERNMENT SOLICITOR
 Property & Commercial Section
 Legal 1 (lower) \$32,985 - \$48,040 Canberra
 (PN 46140)**

Closing date: 10 February 2000
Duties: The successful applicant will be required to draft and review agreements and other commercial documents, and to provide legal advice concerning property and commercial matters and related legislation. Eligibility/other requirements: Admitted, or eligible for admission, as a legal practitioner of the ACT Supreme Court

EMPLOYMENT (Continued)

Contact Officer: Peter Garrisson (02) 6207 0653
Selection documentation may be obtained from
Fiona Bailie (02) 6207 0652
Apply: 28
A/c: 03A376

POLICY & REGULATORY DIVISION
Legislation & Policy Branch
Administrative Service Officer Class 4;
\$35,685-\$38,745, Canberra (Various positions)

Closing date: 10 February 2000
Duties: The successful applicants will be required to perform research, legal and administrative tasks associated with the functions of the branch; provide advice on less complex questions of law, practice and policy; and prepare instructions for the drafting of less complex new or amending legislation. Eligibility/other requirements: Appropriate tertiary qualifications or substantial progress towards.

Contact Officer: Adriana Lulic (02) 6207 0523
Selection documentation may be obtained from
Adriana Lulic (02) 6207 0523
Apply: 28
CC: 03A373

DEPARTMENT OF URBAN SERVICES

Corporate Group
ACT Registry
Senior Officer Grade C \$55,514-\$59,857, Canberra (PN. 43052)

Closing date: 10/2/2000
Duties: As Manager of the ACT Registry the successful applicant will be required to manage and market the delivery of records management and mail services to client agencies in a commercially structured and customer focussed service delivery environment.

The successful applicant will need to have well developed knowledge of, and experience in, the management practices and procedures relating to the operation of a registry providing quality records management and mail services to a number of client agencies in a fee for service environment along with sound people management skills.

Contact Officer: Beverley Forner (02) 62076227
Selection documentation may be obtained from
Margaret Bateson (02) 62075852
Apply: 34
CC: 183

Corporate Group
Human Resource Strategy Section
Administrative Service Officer Class 5
\$40,598-\$43,048, Canberra (PN. 11275)

Closing date: 10/2/2000
Rehabilitation Case Manager
Duties: Coordinate the development and provision of return to work programs for injured and ill employees. Provide advice on injury prevention and

management issues. Interpret and apply relevant legislation, particularly the Safety, Rehabilitation and Compensation Act 1988. Eligibility/other requirements: Experience in injury management and prevention essential. Qualifications in a related field would be an advantage. Note: Interviews will be conducted on the 15th, 16th and 17th of February. Please attach referee's report to application.

Contact Officer: David Colussi (02) 62076405
Selection documentation may be obtained from
David Colussi (02) 62076405
Apply: 34
CC: 183

Appointments

THE CANBERRA HOSPITAL

Administrative Service Officer Class 2
\$28,110-\$31,171
Jennie McDonald: 748-80266, Section 68, 13/1/00
CC: 2222

ACT COMMUNITY CARE

ACT Community Care
Professional Officer Class 2, \$42,986-\$48,040
Carol Mary Brooks AGS No: 740-94169
Disability Program, 68(1), 6/01/2000.
CC: G00243

ACT Community Care
Registered Nurse Level 2 \$42,723-\$45,423
Vanessa Goss AGS No: 740-93860
Integrated Health Care Program, 68(1), 4/01/2000.
CC: G00243

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Building Services Officer 1 \$25924-\$26940
Allen Michael John Conn: 755-70470, Section 68(1),
18/01/2000
CC: 01

Administrative Service Officer Class 6
\$42986-49378
Mahend Kumar: 761-22127, Section 68(1),
18/01/2000
CC: 01

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

Graduate Administrative Assistant;
\$24,259 - \$31,171
Emily Kate Walshe AGS No: 747-87272,
Section 68, 1/2/00
CC: 03A140

EMPLOYMENT (Continued)

Graduate Administrative Assistant;
\$24,259 - \$31,171
 Timothy Paul Watling: 747-87256,
 Section 68, 1/2/00
 CC: 03A377

Graduate Administrative Assistant;
\$24,259 - \$31,171
 Sallie Maree Rue: 747-87264, Section 68,
 1/2/00

DEPARTMENT OF URBAN SERVICES

Administrative Service Officer Class 2
\$28,110-\$31,171
 Jo-Anne Rebecca Howard: AGS No 757-50412,
 Section 68(1), 18/1/2000
 CC: 178

Transfer

ACT COMMUNITY CARE

Paula Elliott AGS No: 261-28096
 From: Registered Nurse Level 4.2 \$59,484
 ACT Community Care, Community Health Care
 Program
 To: Registered Nurse Level 4.2 \$59,484
 Act Community Care, Integrated Health Care
 Program, Canberra (PN. 28628)
 (ACT Gazette No 152, 16/12/99)
 CC: G00243

Promotions

Promotions under the *Public Sector Management Act 1994*

The 'date of notification' of a promotion is the date of publication of the *Gazette* in which it is notified. This appears in a box towards the front of the *Gazette*. This date is used to calculate the 'date of effect' and 'eligibility for salary on promotion' and to determine when the time for lodging an appeal or requesting a review commences.

A. APPEALS

All promotions made under section 83 of the *Public Sector Management Act 1994* are subject to appeal except:

- * 'non-appealable promotions' which generally are promotions to classifications where the maximum salary of the position is equal to or greater than the minimum salary of a Senior Officer Grade C (these should be identified with a dagger symbol (†) in the 'Promotions' section of the *Gazette*);
- * promotions made in accordance with the recommendation of a Joint Selection Committee (JSC) established under section 88 of the Act, or the unanimous recommendation of a JSC established under section 89 of the Act; or

* promotions made as a result of officers passing certain exams or completing certain training, as defined in section 97 or 98 of the Act.

As a general rule, you may appeal if you were an applicant for promotion to an advertised position that **was not** 'non-appealable'.

YOU MAY ALSO APPEAL IF:

- * the vacancy that has been filled was not advertised and you are eligible for promotion to that position (generally identified by a footnote in the *Gazette*); or
- * you are an excess officer, the advertised position is at a classification equivalent to or lower than your own and you were an applicant for that position; or
- you applied for the position and you are an officer or former officer of the ACTPS or APS and you are engaged in eligible public employment under the officers' mobility provisions in section 115 of the Act, or you are still covered by the provisions of the repealed Officers' Rights Declaration Act. However, you may only appeal if the position applied for is higher than the last position you held in the ACTPS or APS.

YOU CAN NOT APPEAL WHEN:

- * the position is filled from outside the ACTPS, i.e. an appointment (including filling the position by appointing a temporary employee);
- * the position is filled by the transfer of an officer already at that or a higher level;
- * you are not a **permanent** officer of the ACTPS; or
- * you filling the position would not constitute a promotion (except in the case of excess officers).

Unless you are an excess officer, you can only appeal if the person selected by the department would fill the position on **promotion** and, if successful, you would fill the position on **promotion**. If you are a promotee, where your promotion is one of a number of promotions at the same level made in a selection exercise, and you feel someone may lodge an appeal against your promotion, you may appeal against all or any of the **other** promotees. These appeals are usually called '**protective appeals**', and are treated the same as other appeals. You must still make sure you are eligible to appeal, and that you can show that you are more efficient than those against whom you have appealed.

For further information on eligibility to appeal, contact your departmental Personnel Unit or the Office of the Merit Protection Commissioner (MPC) at the address listed below.

GROUND OF APPEAL

The only ground of appeal is **greater efficiency**.

EFFICIENCY

The Promotion Appeal Committee (PAC) is required to determine the relative efficiency of the

EMPLOYMENT (Continued)

parties to an appeal. The definition of efficiency is set out in subsection 85 of the PSMA, which states:

- (2) For the purpose of forming an opinion as to the most efficient of the officers concerned, the Committee shall have regard to:
- (a) the abilities, qualifications, experience, standard of work performance and personal qualities of each officer, to the extent that the Committee considers that those matters are relevant to the performance of the duties of the office; and
 - (b) if and only if the Chief Executive who made the promotion has indicated that, for the purpose of forming an opinion under section 83, the Chief Executive had regard to the potential of officers for further career developments in the Service, or the ability of officers to perform the duties of other offices in the Department of the same or equal classification-that matter.
- (3) A reference in subsection (2) to the abilities, qualifications, experience, standard of work performance and personal qualities, potential for further career development in the Service, or ability to perform the duties of other offices in a Department is, in relation to an officer who is a returned soldier or who is or has been absent on specified defence service, a reference to the abilities, qualifications, experience, standard of work performance, personal qualities, potential for future career development in the Service, or ability to perform the duties of the offices concerned that, in the opinion of the Committee, the officer would have had but for the absence of the officer on active service or on specified defence service.

Normally, the selection criteria used by the department in the selection and by the PAC in the appeal will incorporate the matters referred to in the definition of efficiency to the extent that they are relevant to the duties of the job.

ADVICE TO POTENTIAL APPELLANTS - PROMOTIONS AND TEMPORARY PERFORMANCE

The following advice applies to appeals against both promotions and temporary performance directions. Before lodging an appeal, you should consider carefully whether you can demonstrate that you are more efficient at doing the job than the person(s) you are appealing against. To help you determine whether you can demonstrate your greater efficiency, it is important that you obtain from the promoting department:

- * available written reports and oral feedback explaining the selection, especially the comparison between you and the promotee.

The PAC will consider the appeal only on the basis of who is the **more efficient**. PACs should not be used as a forum to air grievances about how a selection was conducted. If you decide to appeal, you must comply with the following instructions.

FORM OF APPEAL

The most convenient form of appeal is by use of Form PAC4, available through your Personnel Unit. Alternatively you may write a letter, detailing the following:

- Date of *Gazette*/notice;
- Name of promotee/selectee;
- Department in which promotion/selection made;
- Your full name;
- Your **private** postal address, as well as your work address and telephone number;
- Classification and salary scale of your substantive (i.e. your permanent) ACTPS position (and if you are a former officer or an APS officer or someone working for a statutory authority, details of your former ACTPS position, the current position you hold in the APS or the statutory authority);
- Office/branch and department or agency; and
- AGS number.

Where you intend to appeal against more than one promotion/selection, a separate appeal should be lodged against each one, **unless** all the promotions have been notified in the one *Gazette*, and the positions are all of the same classification and all in the same state, department and branch, in which case, one letter of appeal listing all promotees appealed against will be accepted.

WHEN TO LODGE APPEALS

Appeals must be received by the Office of the Merit Protection Commission (MPC) at the address below, **by 4.51 p.m. on the 14th day after** the date of notification in the *Gazette*.

(In the case of temporary performance appeals, the 14 day deadlines relates to the date on which the direction was first notified in the department.)

Appeals not lodged by the prescribed time **cannot be accepted**. Delays can occur in departmental mail systems, and you are advised to use Australia Post, facsimile, or better still, hand delivery if possible, to be sure of meeting the deadline.

Hearing or speech impaired staff can make inquiries via the TTY telephone located in MPC's Melbourne office, on 1800 812 578 (free call) from anywhere in Australia, but only from another TTY phone. These **must** be clearly marked as "ACTPS appeal – for transfer to the MPC Office in Canberra".

WHERE TO LODGE APPEALS

Merit Protection Commissioner, Level 4, Core 1, Wing 2, Edmund Barton Building corner of Kings Avenue and Blackall St, Barton ACT 2600. Tel. (02) 6272 3254, fax (02) 6272 3026.

ADVICE TO PROMOTEEES AND APPELLANTS

All parties to an appeal are required to submit **written statements** supporting their case, to the MPC, within fourteen (14) days of the close of the appeal period, or by such other date as the MPC may determine.

EMPLOYMENT (Continued)

If a party fails to provide a statement, MPC staff will remind the party or department of this requirement, and may, on request and in exceptional circumstances grant an extension of time. However, the PAC has the discretion to determine the case even if the statement is not provided.

Your statement in support of your case is a significant document in PAC deliberations, and is used to decide whether personal hearings will be necessary. If you fail to make a reasonable case for greater efficiency in your statement, you may find that the PAC proceeds to determine your case without interviews.

As a party to an appeal, you are entitled to access to:

- (i) the departmental statement (which consists of all material sent to the PAC by the promoting department); and
- (ii) the written material submitted by other parties to the appeal which addresses their claims to superior efficiency.

However, you are not entitled to access to the private contact details supplied by any other party as a part of their statement.

The departmental statement will be available for you to see in the promoting department, generally at least seven (7) days before the date scheduled for the appeal hearing. It is up to you to seek access, but the department should advise you (and the other parties) when and where the statement is available for viewing.

The statements of parties are available at the MPC generally at least seven (7) days prior to the hearing date, and you should telephone the MPC to make an appointment to view them, once you have submitted your own statement. The responsibility for seeking access rests with each party, and PAC hearings will not be deferred if you fail to exercise your right of access. If for very good reason (e.g. geographical distance, illness etc.) you are unable to visit the MPC office, alternative access arrangements may be possible, and you should discuss this with MPC staff. You may take notes, but may not photocopy or retain material.

After reading the statements of the other parties, you may wish to submit a supplementary statement in support of your claims. All supplementary material (including additional referee reports) must reach the MPC at least two (2) working days before any scheduled hearing. It is preferable to submit a supplementary statement (after viewing the statements of other parties) rather than to delay your initial statement, but bear in mind the need to provide access for all parties to all statements prior to any hearing. Unreasonably late supplementary statements may not be accepted.

CONTENT OF STATEMENTS

You should provide **four** copies of your statement, which should contain the following:

- (a) at the top:
 - (i) PAC reference number;
 - (ii) full name;
 - (iii) both your private and work address and telephone number. If you do not wish this

information to be available to other parties it should be included with your statement in a severable sheet which clearly indicates that it is to be kept confidential;

- (iv) date of permanent appointment; and
 - (v) educational and other qualifications.
- (b) the names and telephone numbers of your supervisor and any other referee(s) (see section below for further advice on who should be nominated);
 - (c) a brief outline of your employment history;
 - (d) a statement of claims to the position addressing the selection criteria;
 - (e) any views you may have about the departmental assessment of you; *and most importantly:*
 - (f) **reasons for your claim that you are more efficient than the other party or parties.**

If you feel it is necessary to make any unfavourable comments about a party to the appeal, you should include these comments in your written statement. Parties to an appeal must have an opportunity to comment on any unfavourable observations. You should also note that your statement should not include material that breaches privacy requirements or any similar legislation.

PAC PROCEDURES

The PAC does not have to interview all or any of the parties to an appeal. Therefore, you should not rely on being granted an interview as the main opportunity to make your case. You should instead state your case as fully and as openly as possible in your written statement. If a PAC decides that parties are to be interviewed, you will be advised as early as possible of the date and place, usually through the recruitment/personnel area of your department. Once you have lodged an appeal or are aware an appeal has been lodged against your promotions, you will be considered available for interview at any time. Wherever possible, at least seven (7) days notice of the interview will be given. As a general rule the PAC will expect you to attend for any interview at the time it determines, and will not delay or reschedule hearings without good reason. The PAC will determine its procedures according to the circumstances of the case before it, but will normally consider the following:

- (a) the departmental statement;
- (b) the written statements of the parties;
- (c) the cases put to the PAC by the parties at any oral hearing or under any alternative arrangements;
- (d) an assessment of the parties at any hearing before the Committee;
- (e) relevant views expressed by supervisors, referees or other persons contacted; and
- (f) any other written information about a party requested by the MPC from the promoting/selecting department under the Merit Protection (Australian Government Employees) regulations.

EMPLOYMENT (Continued)

At the hearing, you may be asked to clarify points from your statement, to respond to questions which test you against the requirements of the position, and to summarise why you are the more efficient officer. You should use this opportunity to elaborate on the claims in your written statement as to why you believe you are more efficient.

Promotees and selectees **must** be prepared to discuss their own efficiency compared with that of the appellant(s). It is not enough to take refuge in the fact that the department chose you in the selection exercise.

If the PAC becomes aware of new material which relates to your work, which is significantly adverse to you, and could affect your success in the appeal adversely, the PAC will inform you of the substance of the material and give you the chance to comment. If the PAC decides that it needs more information, it may also contact the department, any of the parties to the appeal, or referees or supervisors of the parties.

SUPERVISORS/REFEREES

As mentioned above, each PAC is free to determine its own procedures, and may or may not feel a need to consult with supervisors, referees, or other people. If you wish the PAC to have regard to the comments of a particular person, it is in your best interests to obtain such comments in writing and submit them with your statement. You should also speak to anyone you intend to nominate as a referee, to find out what they will say about you if contacted, and how they rate you against the other party/parties if they know them.

The most appropriate person to nominate as your referee is your current supervisor, provided that he/she has supervised you for a reasonable period. Past supervisors are also appropriate if their knowledge of you is reasonably recent. The PAC will also be particularly interested in the views of referees who can give well-founded comments comparing two or more of the parties. You are not limited to nominating your supervisors for referee comments (and indeed you may nominate anyone you wish to) but supervisor's opinions are usually perceived as most useful by PACs.

Additional information on lodging appeals is contained in the MPRA brochure, *Appeals against promotions and temporary performance directions*, which you should be able to obtain from your Personnel section.

B. REVIEW OF NON-APPEALABLE PROMOTIONS UNDER SECTION 87

An unsuccessful applicant for a non-appealable promotion who believes that the promotion should not stand because there was:

- (a) patronage, favouritism or unlawful discrimination in the making of the promotion (prescribed by section 8 of the PSMA); and/or
 - (b) a serious defect in the selection process (a breach of section 65 of the PSMA),
- may apply to the MPC for a review of that promotion.

A request for review must be made in writing to the Director, MPC, at the address given below and must be received by the end of the 13th day after the day on which the promotion appeared in the *Gazette*.

An applicant must provide the following details:

- * full name and AGS number;
- * classification, position number and location of the promotion in question;
- * date and number of the *Gazette* in which the promotion was notified;
- * the basis on which the request is made with supporting information.

It is important to provide details to support your claim of patronage, favouritism, unlawful discrimination and/or serious defect in the process. A reasonable time will be allowed, after the lodging of an application for review, for the provision of such documentation. However, the grounds for an application for review are required in the initial application.

Before lodging an application for review of a non-appealable promotion, you should:

- (1) consider carefully the basis on which the application is to be made and your reasons for believing that the promotion should be reviewed; and
- (2) obtain feedback from the convener of the selection advisory committee and discuss your concerns with the delegate who made the promotion.

Note that the review process is not a means by which the merits of applicants for a promotion can be reviewed. It is not comparable with the right of appeal to a PAC. Section 87 provides for a review of a promotion solely on the ground that it would be unreasonable for the promotion to stand because of a breach of section 8 or a serious defect under section 65, and is **directed at the process and not the merits of the decision**.

Additional information on lodging an application for review is contained in the MPC brochure, *Review of non-appealable promotions*, which you should be able to obtain from your Personnel Section.

WHERE TO LODGE AN APPLICATION FOR REVIEW

Office of the Merit Protection Commissioner Level 4, Core 1, Wing 2, Edmund Barton Building, cnr Kings Avenue and Blackall Street, Barton ACT 2600. Tel. (02) 6272 3254, fax (02) 6272 3026

EMPLOYMENT (Continued)

DEPARTMENT OF HEALTH AND COMMUNITY CARE

Central Office Financial Management and Contracting Financial Management

P Raju Mahenthirarajah AGS No: 711-27666
From: Administrative Service Officer Class 6
\$43,925-\$50,457
Australian Institute of Criminology
To: (f) Senior Officer Grade C \$54,425-\$58,683
Financial Management, Department of Health and
Community Care Canberra (PN. 28719)
Commonwealth of Australia Public Service Gazette
No PS 46 of 18 November 1999
CC: 61-6312

Health Outcomes and Service Performance

C Cross AGS No: 735-15355
From: Graduate Administrative Assistant
\$24,744-\$31,794
Chief Minister's Department
To: Administrative Service Officer, Class 5
\$39,802-\$42,204
ACT Health and Community Care, Canberra
(PN. 23030) (Promotion to non-advertised position)

Duties: Demonstrated problem solving skills.
Proven ability to assist in the research of complex
tasks. Sound written and oral communication skills
including liaison and negotiation. Ability to work
independently or a part of a team.

THE CANBERRA HOSPITAL

Hotel Services Enquiries

Margaret Brandon AGS No: 259-94232
From: Health Service Officer Level 7
\$31,899 - \$33,564
Ward Services
To: Administrative Service Officer Class 4
\$35,685 - \$38,745
Hotel Services, Enquiries, Canberra (PN.29856) (49,
9 December 1999)
CC: 8314

Mental Health Services

Yvonne Fisher AGS No: 747-04086
From: Professional Officer Class 1
\$29,976 - \$42,054
Mental Health Services
To: Professional Officer Class 2 \$42,986 - \$48,040
Mental Health Services, Canberra (PN. 21585)
(PS 47 25 November 1999)
CC: 8830

Mental Health Services

Helen Kirkwood AGS No: 747-03171
From: Registered Nurse Level 2 \$42,723 - \$45,423

Mental Health Services
To: Registered Nurse Level 3 \$47,110 - \$50,147
Mental Health Services, Canberra (PN. 26395)
(PS 47 25 November 1999)
CC: 8961

ACT COMMUNITY CARE

Child, Youth and Women's Health Program

Yanping Zhang AGS No: 740-89079
From: Administrative Service Officer Class 6
\$42,986-\$49,378
Women's Health Program
To: Senior Officer Grade C \$54,425-\$58,683
Child, Youth and Women's Health Program,
Canberra (PN. 28491) (PS 48 2/12/99)
CC: G00243

Community Health Promotion

Gillian Peelgrane AGS No: 735-13093
From: Graduate Administrative Assistant
\$24,259-\$31,171
To: Administrative Service Officer Class 5,
\$39,802-\$42,204
ACT Community Care, Community Health
Promotion, Canberra (PN. 27624)

Duties: Undertake specified health promotion
projects in Community Health Promotion and
participate in corporate health promotion related
activities. Research and develop a system to
resource ACT Community Care staff with health
promotion/information resources and library
materials
Note: This advancement is made under section
65(3) of the Public Sector Management Act and is
appellable.
CC: G00243

ACTION

Operations South Region

Anthony Gene Halls AGS No: 256-52802
From: Transport Officer Grade 2 \$46,881
ACTION Buses
To: Transport Officer Grade 4 \$53,377
Operations ACTION Buses, Canberra
(PN. A11771) (PS 45, 11 November 1999)

Operations North region

Leon Patrick Berry AGS No: 255-12002
From: Transport Officer Grade 3 \$52,264
ACTION Buses
To: Transport Officer Grade 4 \$53,377
Operations ACTION Buses, Canberra (PN 11770)
(PS45, 11 November 1999)

EMPLOYMENT (Continued)

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

**Education and Training Division
Office of Training and Adult Education
Purchasing and New Apprenticeships and
Innovation Section**

Maureen Ann Owen AGS No 027-69593
From: Administrative Service Officer Class 2
\$28110-\$31171
ACT Department of Education and Community Services
To: Administrative Service Officer Class 4
\$35685-\$38745
Purchasing and New Apprenticeships and Innovation Section,
ACT Department of Education and Community Services, Canberra (PN. 2380) (PS43, 28/10/1999)
CC: 01

**Education and Training
Office of Training and Adult Education
Quality, Planning and Reporting**

**Shirley Veronica O'Donohoe
AGS No: 542-05466**
From: Administrative Service Officer Class 4
\$35685-\$38745
ACT Department of Education and Community Services
To: Administrative Service Officer Class 6
\$42986-\$49378
Quality and Planning and Reporting,
ACT Department of Education and Community Services,
Canberra (PN. 2375) (PS 38, 23/09/99)
CC: 01

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

**POLICY & REGULATORY DIVISION
Legislation and Policy Branch**

Louise Anne McSorley AGS No: 753-52502
From: Senior Legal Officer; \$55,768 - \$67,855
Attorney-General's Department
To: Senior Officer Grade B; \$64,307 - \$72,393
Legislation and Policy Branch, Department of Justice & Community Safety Canberra (PN 3208) (27 of 8/7/99)
Note: This promotion is made as an appointment under section 115 of the *Public Sector Management Act 1994* and is a deemed promotion.
CC: 03A373

REGISTRAR-GENERAL'S OFFICE

Joseph Campagna; AGS No: 738-49128
From: Administrative Service Officer Class 1
\$14,902 - \$27,450
Department of Justice and Community Safety
To: Administrative Service Officer Class 2
\$28,110 - \$31,171

Registrar-General's Office; Department of Justice and Community Safety, Canberra (PN 42542) (45 of 11/11/99)
Duties: Provide service and advice to clients - counter and telephone; exercise delegated powers within guidelines provided by legislation and administrative policies; undertake the updating, monitoring of information and records systems and a range of administrative support tasks and assist senior officers as required.
CC: 03A379

DEPARTMENT OF TREASURY AND INFRASTRUCTURE

Economic Management

B B Morris AGS No: 754-16932
From: Graduate Administrative Assistant
\$24,744-\$31,794 pa
To: Administrative Service Officer Class 5, \$40,598-\$43,048 pa
Intergovernmental Financial Policy, Canberra (PN.3889) Gazette 2/12/99
CC: 03A144

ACT Public Service Index of addresses

- 05 The Recruitment Officer, Director of Public Prosecutions, GPO Box 595, Canberra ACT 2601
- 06 Recruitment Officer, Chief Minister's Department, GPO Box 158, Level 3, Canberra Nara Centre, Canberra ACT 2601
- 07 Recruitment Officer, Calvary Public Hospital, PO Box 254, Jamison Centre, ACT 2614
- 08 Personnel Manager, ACTION, PO Box 1155, Tuggeranong, ACT 2901
- 09 Personnel Officer, Totalcare, PO Box 56, Mitchell ACT 2911
- 11 The Recruitment Officer, Canberra Institute of Technology, GPO Box 826, Canberra City ACT 2601
- 12 Customer Service Supervisor, Department of Education and Community Services, PO Box 1584, Tuggeranong ACT 2901
- 13 Recruitment Officer, Administrative Branch, Emergency Services Bureau, PO Box 104, Curtin ACT 2605
- 16 Human Resource Management Unit, The Canberra Hospital, PO Box 11, Woden ACT 2606
- 17 Resource Advisor, Business Services Bureau, Department of Health and Community Care, PO Box 11, Woden ACT 2606
- 18 The Administrative Officer, Legislative Assembly for the ACT, GPO Box 1020, Canberra ACT 2601

EMPLOYMENT (Continued)

- 20 Administrative Officer, Health Protection Service, Locked Bag 5, Weston Creek ACT 2611
- 21 Recruitment Officer, ACT Community Care, GPO Box 825, Canberra City ACT 2601
- 23 Administrative Officer, Central Office, Department of Health and Community Care, GPO Box 825, Canberra City ACT 2601
- 28 Recruitment Officer, Human Services Unit, Department of Justice and Community Safety, PO Box 921, Civic Square ACT 2608
- 30 The Secretary, Milk Authority of the ACT, GPO Box 1110, Canberra ACT 2601
- 31 The Recruitment Officer, Auditor-General's Office ACT, PO Box 275 Civic Square ACT 2608
- 32 Canberra Theatre Trust, PO Box 226, Civic Square ACT 2608
- 34 Applications Officer, Urban Services, GPO Box 158, Canberra ACT 2601
- 35 Recruitment Officer, Department of Treasury and Infrastructure, GPO Box 158, Canberra ACT 2601.

GAZETTE INFORMATION

ISSUE OF ACT SPECIAL GAZETTES

The following issues of the ACT Special Gazettes have been published since the last Weekly Gazette. For listings of previous ACT Special Gazettes please refer to this internet site

<http://www.publishing.act.gov.au>

Gazette Number	Date	Title
S2	14 January	Instrument No. 3 of 2000 ~ Rates and Land Tax Act 1926 Instrument No. 4 of 2000 ~ Rates and Land Rent (Relief) Act 1970 Instrument No. 5 of 2000 ~ Hotel School Act 1996 Instrument No. 7 of 2000 ~ Public Health Act 1997 Instrument No. 8 of 2000 ~ Public Health Act 1997 Instrument No. 9 of 2000 ~ Administration Act 1989 Instrument No. 10 of 2000 ~ Public Health Act 1997 Instrument No. 11 of 2000 ~ Public Health Act 1997

GOVERNMENT NOTICES

NOTIFICATION OF THE MAKING OF AN INSTRUMENT

NOTICE is hereby given that the undermentioned Instrument of the Australian Capital Territory has been made. Copies of the Instrument may be purchased from Publishing Services, Legislation and Sales Counter, ACT Government Shopfront, Corner of City Walk and East Row Canberra City ACT 2601.

Act under which Instrument made	Description of Instrument	Number and year of Instrument
<i>Motor Traffic Act 1936</i>	Determination of fees – Impounding and Seizure.	No. 12 of 2000
<i>Electoral Act 1992</i>	Appointment of Phillip Charles Green as Acting Electoral Commissioner until 31 March 2000.	No. 13 of 2000

NOTIFICATION OF AN INSTRUMENT MADE UNDER THE PUBLIC ROADS ACT 1902 (NSW)

NOTICE is hereby given that the undermentioned Instrument has been made under the Public Roads Act 1902 (NSW). Copies of the Instrument are available from the ACT Land Information Centre, Planning and Land Management, 16 Challis Street, Dickson, ACT; Telephone 6207 1601.

Act under which Instrument made	Description of Instrument	Number and year of Instrument
<i>Public Roads Act 1902 (NSW)</i>	Notification of Road Closure – Division of Gungahlin.	No. R2 of 2000

ENVIRONMENT ACT

Application for an Environmental Authorisation
 Notice is hereby given under Section 48 of the *Environment Protection Act 1997* (the Act), an environmental authorisation to conduct activities have been received from the organisation set out below:

Organisation	Brief Description of Activity	Location
Bruce Outdoor Stadium	Outdoor Concerts	Battye St, Bruce
Under Section 48(1) of the Act, any person who wishes to make a written submission to the Environment Management Authority concerning the above application may do so by the close of business 27 February 2000. Submissions should be addressed to the Environment Management Authority, PO Box 144, Lyneham ACT 2602.		

Environmental Authorisations

Notice is hereby given that under Section 49 of the Act, an environmental authorisation to conduct activities has been granted to the organisation set out below:

Organisation	Brief Description of Activity	Location
Queanbeyan City Council	Sewage Treatment	Nimrod Rd, Oates Estate

Under Section 135 of the Act, an application may be made to the Administrative Appeals Tribunal for a review of these decisions. The Administrative Appeals Tribunal can be contacted on telephone 62174277.

Copies of these documents are available for public inspection, during business hours, at the office of the Environment Management Authority, Level 2, South Wing, Macarthur House, Wattle Street Lyneham ACT.

Dated the 27th day of January 2000
 Environment Management Authority

PRIVATE NOTICES

IN THE SUPREME COURT OF THE AUSTRALIAN CAPITAL TERRITORY PROBATE JURISDICTION

In the Will of **MAVIS LILIAN KELLEHER** late of Brindabella Nursing Home Curtin in the Australian Capital Territory, Retired, deceased.

Probate of the Will was granted by the Supreme Court of the Australian Capital Territory on 6 January 2000.

Pursuant to the Administration and Probate Act 1929, the Family Provision Act 1969, the Trustee Act 1957 and the Wills Act 1968, **MAUREEN ROSEMARY KINGSTON** the executor named in the Will of Mavis Lilian Kelleher who died on 11 October 1999 hereby give notice that creditors and others wishing to make an application for rectification of the Will of the said Deceased are required to send particulars of their claims or notice of their application to the Executors care of Deacons Graham & James, 15 London Circuit, Canberra City, ACT 2601 within two (2) calendar months from publication of this notice. After that time the Executor may distribute the assets of the Estate having regard only to the claims or applications of which at the time of distribution she has notice.

IN THE SUPREME COURT OF THE AUSTRALIAN CAPITAL TERRITORY PROBATE JURISDICTION

In the Will of **NANCY BYRON LONSDALE** late of Ginninderra Nursing Home, Page in the Australian Capital Territory formerly of Calvary Nursing Home, Bruce in the Australian Capital Territory and 54 Ebdon Street, Ainslie in the Australian Capital Territory, Retired Teacher, deceased.

Probate of the Will dated 27 June 1997 granted by the Supreme Court of New South Wales on 3 December 1999 was Resealed by the Supreme Court of the Australian Capital Territory on 14 January 2000.

Pursuant to the Administration and Probate Act 1929, the Family Provision Act 1969, the Trustee Act 1957 and the Wills Act 1968, **PETER GEOFFREY LONSDALE** and **KATHRYN LEIGH MACLAREN** the executors named in the Will of Nancy Byron Lonsdale who died on 19 September 1999 hereby give notice that creditors and others wishing to make an application for rectification of the Will of the said Deceased are required to send particulars of their claims or notice of their application to the Executors care of Deacons Graham & James, 15 London Circuit, Canberra City, ACT 2601 within two (2) calendar months from publication of this notice. After that time the Executors may distribute the assets of the Estate having regard only to the claims or applications of which at the time of distribution they have notice.

